

# **Richard A. McGee Correctional Training Center**



## **Cadet Handbook 16 Week Basic Correctional Juvenile Academy**

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## *Vision*

The overarching vision is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest will assist our clients in achieving successful reintegration into society.

## *Mission*

The overarching mission is to improve public safety through evidence-based crime prevention and recidivism reduction strategies.

## *Values*

The overarching values are forthright and direct and require that we must continue to commit ourselves to principled leadership, embracing a set of core values that guide our behavior:

**COLLABORATION:** Everyone supports mutual understanding of ideas, open exploration of our differences, and works constructively and cooperatively with our stakeholders.

**INTEGRITY:** We conduct ourselves professionally, achieving the highest ethical standards.

**EMPLOYEE WELL BEING:** We foster an environment that supports professional development and personal health.

**ACCOUNTABILITY:** We take responsibility for our actions and the consequences.

**JUSTICE:** Everyone receives equitable process and fair outcomes.

# **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

## **LAW ENFORCEMENT CODE OF ETHICS**

### **Per Department Operations Manual (DOM), Section 33030.3.3**

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality and justice.

I will keep my public and private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my department. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the law and the regulations of my department.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, organizational associations or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

Confidential information received in my official capacity shall remain undisclosed unless disclosure is necessary in the performance of my duty. I will never engage in acts of corruption, bribery, insubordination or the obstruction of justice, nor will I condone such acts by other peace officers. I will immediately report acts of misconduct by staff of my department and cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am serving as a law enforcement officer. I will constantly strive to achieve these objectives and ideals, dedicating myself before all present to my chosen profession... law enforcement.

**California Department of Corrections and Rehabilitation**  
***Code of Conduct***  
**Per DOM Article 22, Section 33030.3.1**

As employees and appointees of the California Department of Corrections and Rehabilitation (CDCR), we are expected to perform our duties, at all times, as follows:

- Demonstrate professionalism, honesty, and integrity;
- Accept responsibility for our actions and their consequences;
- Appreciate differences in people, their ideas, and opinions;
- Treat fellow employees, inmates, wards, paroles, victims, their families, and the public with dignity and respect;
- Respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation;
- Comply with all applicable laws and regulations;
- Report misconduct or any unethical or illegal activity and cooperate fully with any investigation.



**California Department of Corrections and Rehabilitation**  
***Zero Tolerance Regarding the “CODE OF SILENCE”***

CDCR is only as strong as the values held by each of its employees, sworn and non-sworn. How we conduct ourselves inside and outside our institutions is a reflection of those values.

The “Code of Silence” operates to conceal wrongdoing. One employee, operating alone, can foster a Code of Silence. The Code of Silence arises among staff who fail to report violations of policy, or to retaliate against those employees who report wrongdoing. Fostering the Code of Silence includes the failure to act when there is an ethical and professional obligation to do so.

Every time a correctional employee decides not to report wrongdoing, he or she harms our department and each one of us by violating the public’s trust. As members of law enforcement, all Correctional Officers (COs) must remain beyond reproach. The public’s trust in the department is also violated by retaliating against, ostracizing, or in any way undermining those employees who report wrongdoing and/or cooperate during investigations. There is no excuse for fostering a Code of Silence.

Your hard fought efforts to protect the public deserve recognition and the public’s trust must be maintained while we take steps to ensure the department exemplifies integrity and instills pride. Part of this effort is the immediate implementation of the Zero Tolerance Policy concerning the Code of Silence. We will not tolerate any form of silence as it pertains to misconduct, unethical, or illegal behavior. We also will not tolerate any form of reprisal against employees who report misconduct or unethical behavior, including their stigmatization or isolation.

Each employee is responsible for reporting conduct that violates department of policy. Each supervisor and manager is responsible for creating an environment conducive to these goals. Supervisors are responsible for acquiring information and immediately conveying it to managers. Managers are responsible for taking all appropriate steps upon receipt of such information, including initiating investigations and promptly disciplining all employees who violate department policy.

Any employee, regardless of rank, sworn or non-sworn, who fails to report violations of policy or who acts in a manner that fosters the Code of Silence, shall be subject to discipline up to and including termination.

## **PREFACE**

Welcome to the CDCR Basic Correctional Juvenile Academy (BCJA). Your acceptance into the Academy is your threshold into an exciting and rewarding career with one of the largest and finest correctional systems in the world.

The Correctional Training Center (CTC) conducts an Academy training program designed to produce competent, qualified, correctional peace officers who will enforce the laws of the State and provide service to the public by confining and supervising convicted felons.

Correctional Peace Officers (CPOs) are responsible for protecting the public, staff, and inmates in a youth correctional institution environment. Institutions operate 24 hours a day, 365 days a year, and CPOs must be willing to work any day or time as required, to include weekends, holidays, and possibly mandatory overtime. Candidates successful in the selection process and appointed as cadets, undergo a 16-week training Academy and 2-year Apprenticeship Program. Due to the physical and mental aspects of the job and the institutional environment, CPOs should be mature, physically fit, and emotionally stable. The variety of assignments will require good leadership and motivational skills; good personal and social adjustment; and the ability to deal with others consistently and fairly. Only the most qualified applicants will complete all steps of the process and graduate from the Academy.

CDCR uses “military time” instead of the standard time/clock you are probably accustomed to. Military time is a concise method of expressing time used by the armed forces, first responders (law enforcement, firefighters and paramedics), hospitals, and other entities. The main difference between regular and military time is how hours are expressed. Regular time uses numbers 1 to 12 to identify each of the 24 hours in a day. In military time, the hours are numbered from 00 to 23. Under this system, midnight is 0000 hours, 1 a.m. is 0100 hours, 1:15 p.m. is 1315 hours, and so on. Begin to familiarize yourself with this system if you don’t know it. You will use this method to express and document times throughout your career.

***It is imperative that you familiarize yourself with the contents of this Handbook and comply with the expectations listed.***

Prior to your arrival you are required to print and complete the Cadet Handbook Test located in the FORMS section on the CDCR website. You will be asked to turn in the completed Cadet Handbook Test during orientation.

## **BASIC CORRECTIONAL JUVENILE ACADEMY**

The discipline built into the BCJA will require dedication from every correctional peace officer cadet who intends to complete the training successfully. You will attend various classes five days a week, eight hours per day, occasionally work four days a week, ten hours per day.

The BCJA Sergeants/Instructors are hired from institutions throughout CDCR. Their combined experience, knowledge, and dedication will provide you with the basic skills necessary to become a knowledgeable and professional correctional peace officer. A Sergeant/Instructor will be assigned as your Company Commander (CC). The CC will be personally responsible to assist you during the course of the Academy and will prepare a written evaluation of your overall Academy performance. A Watch Sergeant is on duty 24 hours a day, 7 days a week, and is prepared to assist you any time your CC is unavailable.

**If you drive your personal automobile to the Academy, it is mandatory that you utilize the assigned cadet parking area only.** You will be directed to these areas by Academy staff. **It is important that you keep your vehicle locked at all times.** Inmates from Mule Creek State Prison are part of the daily work crews at the Academy. It is your responsibility to maintain a heightened sense of awareness at all times and follow all rules, regulations, and directives of Academy staff. No items of a personal or confidential nature will be left unsecured, or in plain view, in your vehicle or open bed of pick-up trucks. (e.g. mail, cell phones, pay warrants, tobacco products, etc.). It is a violation of State Law to bring weapons, ammunition, and/or alcoholic beverages onto State grounds. Other specified items, listed in the California Code of Regulations (CCR) - Title 15 Director's Rules, section 3006, are also considered contraband at the Richard A. McGee Correctional Training Center (CTC) and must not be brought onto Academy grounds.

During processing, you will be required to list the license number, color, make, and year of the vehicle you will be bringing on grounds. The vehicle must have valid registration tags. If you bring a vehicle on grounds, which has not been previously listed, you are required to notify the Watch Sergeant immediately and provide him/her with this information. Cadets will utilize the assigned areas of parking throughout the Academy. Cadets found in violation of this directive will be subject to disciplinary action. Cadets will not use parking spaces designated for CTC staff.

If you are being dropped off, family members and friends will be directed by Academy staff to the drop off area. *Extended visiting in the parking area on-grounds is **NOT** permitted at any time during the Academy.*

If you will be traveling to the CTC via public transportation, the Academy will provide transportation from Sacramento International Airport, Greyhound Bus Terminal in Sacramento, and the Amtrak Station in Sacramento. Arrange your transportation so that you can meet pick-up times. **You must contact the Academy at (209) 744-5043, at least one week prior to your starting date, to coordinate transportation from these locations.**

### **NOTE:**

The Academy offers cadets who reside over 30 miles (one way) from CTC with the option of living on-grounds, as well as, off-grounds at the cadet's own expense. Cadets who reside within a 30-mile radius of the CTC will be required to reside off grounds at their own expense.



## A. Preparing for the Academy – General Info / What to Expect

For your attendance at the BCJA, be prepared to spend approximately \$1,300 - \$1,500 for uniforms, equipment/accessories, athletic gear, and school supplies. Additionally, you will be required to bring an equipped- Leather “Sam Browne” duty belt or nylon duty belt. **(Please refer to the proper section of this Handbook.)**

**NOTE: Only cadets entering into the Youth Correctional Officer (YCO) classification are required to purchase a two piece olive drab green short sleeve tactical duty uniform (TDU) and CDCR-approved Class “B” foul weather jacket.** Cadets entering Youth Correctional Counselor (YCC), classifications will be provided/loaned two uniform jumpsuits by the Academy. During the months of October through May, the Academy will also supply YCC cadets the CDCR-approved battle jacket. All Cadets will need to purchase a brass whistle, key clip, black boots and a black cap with badge patch.

(It is also recommended that you purchase and bring with you baby shampoo and non-oil based soap for decontamination of chemical agents.)

In order to expedite the registration process, it is required that all cadets pre-order the mandatory athletic gear from the CTC Recreation Fund Store. Specifically, you are required to purchase a minimum of one of each of the items listed below. Also see “Checklist for handbook” online at the Academy Check in Site.

- Laundry bag (Red)
- Black duty bag

It is highly recommended that cadets have a minimum of two sets of the following:

- Physical Training T-shirt
- Physical Training shirt
- Physical Training sweat pants
- Physical Training shorts

There are two Academy Recreation Fund Store Order Forms located on the CDCR website. The address and telephone number is listed on the top of the forms. One form is for the mandatory items and the other form is for other optional items.

Order sheets and credit card payment information is to be faxed to CTC Recreation Fund Store as soon as possible, prior to the start date of the Academy at (209) 745-4706.

The non-mandatory CTC Recreation Fund Store Order Form lists items that are approved accessories, and can be purchased through any authorized uniform vendor of your choice or through the CTC Recreation Fund Store. You have the option to purchase as many items listed on the form as you wish. You will have access to the CTC Fund Store while you are attending the Academy for other purchases.

## B. Reasonable Accommodations

If you have a disability or impairment for which you need an accommodation to perform the essential functions required of a CPO cadet while attending the Academy, it is your responsibility to notify the Office of Peace Officer Selection (OPOS) in writing no later than four (4) weeks prior to your scheduled academy start date. Your written request must state the type of accommodation required and be accompanied by medical documentation from your physician. **Failure to notify POAS as required could result in dismissal from the Academy and termination of your appointment.** If a new condition arises notify the Program Office at the known onset of the condition.

**If OPOS has made the determination that you meet medical guideline requirements and they set upon you conditions of employment (e.g., corrective lenses, insulin, etc.), you must report**

to the Academy with these items or you will be sent home. If you bring any injectable medications and/or syringes onto Academy grounds, they must be declared to the Watch Office, as security precautions are necessary due to inmates on grounds.

### C. Upon Arrival at the Academy

It is imperative that YCO cadets report to the Academy well-groomed and in a CDCR approved, two piece TDU uniform (see page 20), with the proper CDCR arm patches. While traveling to and from the Academy, cadets must wear a cover shirt over the uniform. (Uniform patches should not be visible to the public). If you are unable to obtain a uniform, you must contact your Program Office. If you are still unable to obtain a uniform after speaking to the Program Office, you must arrive to the Academy in business attire.

Youth Correctional Counselors are to dress in business attire when reporting for orientation/registration. Business attire includes pants, sweaters, shirts and blouses (with collars and sleeves). Shirts, blouses and pants shall be worn in a manner consistent with good taste and in recognition of our particular work setting. Clothing shall be neat, conservative, and suitable to the type of work being performed. Appropriate attire is clothing that does not present a safety hazard to employees while performing their duties, is suitable in the presence of inmates, and professional in appearance.

Cadets arriving by public modes of transportation (airplane, bus, train) will arrive in business attire. No denim of any color or kind. No sweat suits. No tennis shoes. Attire must be conservative, non-form-fitting, and male cadets must wear collared shirts tucked into trousers. If you have arrived in business attire you will change into your Class B uniform upon arrival at the Academy.

**(For grooming standards and expectations, please reference the proper section of this Handbook.)** Upon your arrival at the Academy, you will go through a check-in process. During this processing, you will turn in the **completed forms** in black ink, located on the website. For the duration of the Academy, **black ink** is the only authorized color. You will receive a room assignment and have a picture identification card made that you must carry on your person and present upon request, throughout the remainder of the Academy.

Your first three days at the Academy are devoted to processing and orientation. In the event of an emergency, or if you are unable to report to the Academy at the time indicated in your contact letter from the OPOS, you are required to call (209) 744-5044 to advise the Watch Sergeant on duty that you will not be reporting as scheduled and provide an estimated time of arrival. **As per your acceptance letter from OPOS, you are to report to the Academy at the indicated time, in CDCR approved two piece TDU short sleeve uniform the morning of registration. You will need to bring the original identification documents used to complete your Federal I-9 paperwork, or you may be sent home without admittance to the academy.**

The following information is required for the first day of processing. Failure to provide the information below may delay your benefits.

1. Spouse's full name, date of birth, social security number, work address, zip code, and work telephone number.
2. Dependent(s) full name(s) and date(s) of birth.
3. Personal physician's name, address, zip code and telephone number.
4. Name(s) of person(s) to be notified in case of emergency, home/work telephone, and addresses including zip codes.
5. Make, Model, year, license number, and color of vehicle to be parked at the Academy.
6. Name, social security number, address, phone number, and age of your designee(s). The

designee is the person(s) you designate upon your death to receive all State pay warrants that would have been payable to you.

On the first day of the Academy, you will be assigned to a Company (approx. 40 cadets) and be introduced to your CC. Your CC will canvas for a Junior Company Commander (JCC) from among your company to assist the CC. Four squad leaders will also be chosen to assist the JCC in assembling the company for formation events. The CC will canvas for a Guidon Bearer who will carry the company flag.

After duty hours you will have the opportunity to purchase supplies from the CTC Recreation Fund Store, including school supplies and other personal items needed for your stay at the Academy. The CTC Recreation Fund Store will be open and available to purchase various items throughout your stay at the Academy. Please call (209) 745-4661, if you have any questions regarding the store. The physical fitness uniform can **only** be purchased at the CTC Recreation Fund Store.

#### **D. Cadet Behavior Expectations and Attitude**

While residing and training at the Academy your presence and demeanor are expected to be a credit to yourself, and to the CDCR. Do not engage in unprofessional behavior that may tarnish your newly chosen career. It is your responsibility to conduct yourself in a mature, responsible manner at all times, both on and off-duty. You, as a cadet, are to conduct yourself in an exemplary manner and perform all duties thoroughly and precisely. You are to carry out all lawful orders and instructions given by staff. You will not commit any acts, either during or outside of scheduled duty hours, that are unbecoming to public service and which may reflect unfavorably upon yourself or the department. Unethical behavior, which includes attempting to circumvent examination programs or dishonesty, will not be tolerated. You may be subject to progressive discipline, up to and including termination.

You are required to comply with all departmental policies and procedures. Additionally, you are responsible to become familiar with and abide by the Academy rules.

#### **E. Academy Rules**

1. When reporting to any staff member's office, knock on the door and enter only when advised to do so. Cadets must identify themselves when entering.
2. At all times, cadets shall preface their questions or statements with, "Sir/Ma'am/Officer/Sergeant/Lieutenant/Captain/Cadet\_\_\_\_\_." Refer to Officers/Sergeants/Lieutenant/Captain by the title and last name only. Cadets will project their voice so that they can be clearly heard and understood.

3.



**CAPTAIN**



**LIEUTENANT**



**SERGEANT**

4. At all times, cadets are expected to acknowledge and greet all custody and non-custody staff (i.e., "Good morning", "Good afternoon", etc.) with the exception of the dining area or restrooms. When staff are not in uniform, and rank cannot be determined, cadets will greet them as "Sir" or "Ma'am."
5. No loud or boisterous noise will be allowed outside of the training venues or in the living areas at any time. Profanity will not be used.

6. Personal entertainment devices (iPod, MP3 player, etc.) may not be operated while on duty or when inmates are on grounds. When operated off-duty, earphones must be used and only in secure areas (i.e., living quarters, Academy Store lounge, track, or weight room). Cadets are not allowed to walk around Academy grounds with earphones or headphones on. When not being used, cadets will secure their property inside lockers. Cadets leaving devices unsecured are subject to disciplinary action. Videotaping or photographing while on Academy grounds, on or off duty, is strictly prohibited.
7. In an effort to extend to all staff the courtesy of living on grounds, you are required to be in your assigned rooms or dormitories by 2200 hours with lights out, Sunday through Thursday nights, and 2400 hours on Friday and Saturday nights. Cadets returning from liberty must sign in no later than 15 minutes prior to curfew. This will allow time to report to their room and have the lights out by the 2200 or 2400 hours.
8. **Inter-room or dorm visiting is not allowed.** Cadets are not permitted within living quarters to which they are not assigned.
9. All classroom breaks will be either in the classroom, outside the buildings, or other designated break areas, such as the CTC Store Recreation Room or your assigned living quarters. Cadets will remain quiet and not loiter in the halls during duty hours.
10. You must be punctual. **Tardiness is unacceptable and is a cause for disciplinary action, up to and including termination.** Late arrivals will be documented. Physical injury, personal illness, or absences of any kind that result in the cadet being absent from mandatory courses, or excess amount of curriculum hours, may result in the cadet's dismissal from the Academy.
11. At no time will you have your hands in your pockets unless you are retrieving an item. You will not lean against, or put your feet on the walls, or sit or squat on the floor anywhere on grounds.
12. You will not chew gum, nor will you have toothpicks in your mouth. Sunflower seeds and nuts with shells may be eaten off duty only. Shells must be deposited into a container, not left on the ground. Cadets are not allowed to walk around Academy grounds eating or drinking at any time.
13. Black ink pens are the only color authorized for the duration of the Academy.
14. You will not stand in doorways, entrances, or exit paths. Keep the center of corridors clear and no loitering near classes in session.
15. Cadets will not talk, loiter or take classroom breaks in Senior Square. Cadets will only be on Senior Square when in formation. When utilizing the Senior Square walkway, connecting North and South Corridors, cadets will walk to the right, keeping the center of the walkway clear. While walking down any corridor, roadway or walkway, cadets will walk to the right (single file line).
16. You will not put your feet on furniture or sit on the arms of couches or chairs. Do not polish your shoes on the furniture. Cadets will sit properly in an upright position, with both feet on the floor, at all times.
17. There will be no running at any time on Academy grounds, except during Physical Training (PT) exercises or under emergency conditions.
18. Cadets must walk on designated walkways and refrain from cutting across grass areas, unless instructed to participate in Alarm Response exercises.
19. Cadets will park in designated cadet parking areas and will not park in spaces marked CTC

Staff or disabled parking. You will obey all parking lot speed limits of 15 MPH and traffic direction signs. There will be no loud vehicle stereo playing at any time while on Academy grounds and there will be no loitering in the parking lot at any time.

20. While on Academy grounds, you shall not be present at, or take part in, any form of sexual activity. Cadets are not allowed to engage in, or display, any intimate behavior or conduct including holding hands, kissing, or hugging.
21. You must maintain possession of all State issued room keys, chits, whistles, ID cards, driver's license, nametags, equipment issued to you, and all personal items. Items that are lost or misplaced are subject to replacement fees and/or disciplinary action. **Cadets must notify their CC, current instructor, or the Watch Office via written memorandum, of the lost/misplaced item immediately.**
22. Two piece TDU/Jumpsuit uniforms; equipment and valuable personal items will be secured in your assigned locker.
23. Cellular telephones are not allowed within the Academy facility, dormitories, or track. Cadets are required to store cellular telephones in their vehicle or another cadet's vehicle, **out of plain view**. You are only allowed to use cellular telephones during off-duty hours. While using your cellular telephone in the parking lot, you will remain inside or next to your vehicle.

An inmate's access to cellular telephones is a major breach of security, both at the Academy and inside an institution. Some cellular telephones are equipped with internet access, as well as cameras and video recording features. These features could allow inmates to access internet web sites with instructions on making dangerous devices and weapons. Inmates could utilize cameras and video recorders to record and take photos inside the institution, which could aid in escape attempts, as well as record and take photos of staff. Cellular telephones could also allow inmates unmonitored communication to outside communities for gang and other illegal activity.

**CELLULAR TELEPHONES OR ANY ELECTRONIC DEVICE WITH INTERNET CAPABILITIES ARE NOT ALLOWED WITHIN THE ACADEMY FACILITY, INSIDE AN INSTITUTION, OR ON A CTC BUS ENROUTE TO FIELD PRACTICUM AND/OR THE RANGE**

24. Cameras and personal laptop computers are not allowed inside the Academy Facility. They must be stored inside your vehicle or another cadet's vehicle, **out of plain view**. They cannot be used while on Academy grounds.
25. Musical instruments are not permitted on Academy grounds.
26. Pursuant to state and departmental policy, tobacco products (i.e., cigarettes, cigars, and "chew") are not allowed on Academy grounds, unless secured inside your vehicle, and are not to be used during business hours, or while inmate workers are on Academy grounds. Tobacco use means inhaling, exhaling, chewing, burning, or carrying any lighted cigarette, cigar, pipe, chew, or other lighted smoking equipment (paraphernalia) for tobacco or any other plant, or any electronic cigarette (e-cigarette), electronic vaping device, personal vaporizer, or electronic nicotine delivery system. Tobacco can only be used from 1730 hours to 2130 hours and on the weekends, only in areas designated by the Academy Administration. When cadets use tobacco products, they must obtain them from their vehicles, and secure them back in the vehicle, when finished. Cadets must exit through the Watch Office when going to their vehicle to obtain tobacco products, and then proceed directly to the designated smoking area to use the tobacco products. When cadets are done using the tobacco products, re-secure them, then sign back in. No tobacco products will be carried through the facility at any time. ***The designated smoking area is located at the south west corner of the Academy, near the water tanks. Failure to adhere may lead to progressive discipline up to and including termination.***

27. It is the policy of the CTC that staff is not to receive or exchange gifts or gratuities with cadets. The acceptance of gifts and gratuities is prohibited and is a violation of the Fraternization Policy. The only exception to this rule, with the approval of the Academy Commander, would be if a company voluntarily provided their CC with a company plaque at the end of the Academy. Any violations may lead to progressive discipline, or dismissal.
28. Fraternization is defined as any association between staff and cadets that could be viewed as, or possibly lead to, preferential treatment toward the cadet prior to their graduation from the BCJA (refer to DOM, Section 33010.25, Nepotism/Fraternization, and CCR, Title 15, Section 3391, Employee Conduct). Staff includes all permanent and guest staff assigned to the Academy regardless of classification. Examples of violations are as follows: dinner off-grounds together, drinking together, dancing together, and/or accepting rides in personal vehicles.

Fraternization between staff and cadets is strictly prohibited. Conduct must be kept at a professional level at all times. Staff and cadets will not engage in any social exchange or conduct of a personal nature which could be viewed as personal in nature, either on or off-duty.

29. It is part of the mission and values of the Department to maintain a safe and healthy environment by providing a drug and alcohol free workplace. Per Government Code Section 1031, minimum standards which must be met by peace officers are described in part as "...good moral character, free from physical, emotional, or mental condition which might adversely affect the exercise of powers of a peace officer." Cadets may not consume alcoholic beverages or drugs while on State grounds. Cadets are not to drive while intoxicated, nor are they to consume alcoholic beverages while in their personal vehicles, a State vehicle, or any living quarters. Cadets reporting for duty and/or returning to the Academy from liberty, under the influence and/or intoxicated, with the odor of alcoholic beverages on their person or on their breath, and/or are disruptive, uncooperative, and unable to function in the Academy/State facility, are subject to progressive disciplinary action, up to and including termination. Intemperate drinking in public places which causes criticism and loss of confidence by the public, and discredit to the Department, shall be avoided at all times. As a peace officer, irresponsible conduct reflecting discredit on you and the Department, either on or off-duty, will be avoided at all times.
30. While in Company formation, you will have nothing in your hands, nothing at your feet and only the JCC will greet passing staff.

**Cadets arrested for any reason are subject to disciplinary action up to rejection during probation.**

#### **F. Classroom Rules**

1. Prior to attending each scheduled class, it is your responsibility to review and familiarize yourself with the curriculum provided. Arrive to class with all required equipment, study materials, Title 15 (provided to you), and the Cadet Handbook. Laptops will be issued containing all curriculum.
2. When asking a question, in a classroom setting, speak clearly and project your voice so you can be clearly heard and understood by all cadets.
3. Food is not allowed in classrooms. Food must be eaten in designated break areas (i.e., CTC Store lounge, picnic area, etc.).
4. Water and drinks are only allowed in the classrooms if the drink is in a completely closeable container, in order to avoid spillage. Coffee can be brought into the classroom, however, it must be transferred into a sealed 24 ounce, or smaller, tumbler or closeable travel cup/mug. A coffee cup with an open spout lid, aluminum cans, or glass containers are not allowed.

Containers can be no larger than 24 ounces.

5. Water is the ONLY consumable item allowed in the gym and the multi-purpose room (MPR). No other liquids or food are allowed in these two rooms. Water bottles can be no larger than 24 ounces.
6. Cadets must come to attention in their seats and remain at attention until put at ease by the class instructor when he/she enters the classroom. All other business being conducted will cease. However, once class is in session and another staff member enters the classroom, cadets will only come to attention again if the person entering is a Lieutenant, Captain, or the Academy Administrator.
7. Cadets must remain alert at all times in the classroom. Being less than alert (sleeping, severe nodding off, etc.) in class or on the bus, may be cause for progressive discipline. Cadets may stand at the rear of the classroom to assist in remaining alert.
8. Cadets will not talk to other cadets or other staff during the instructor's presentation. Any rudeness of this nature will not be tolerated. Courtesy will be the rule in the classroom.
9. Cadets will not bring book bags or laptops on the bus during Field Particum or range, nor be permitted to take them into a Major Exam area.
10. If a class instructor is not present within five minutes after the scheduled starting time of class, immediately contact the Watch Office at extension 5043 or 5044 or report to the Watch Office.

#### **G. Dining Hall**

1. Cadets will report to the dining room for lunch when designated on their Company Schedule. Breakfast and dinner can be accessed anytime during off-duty hours. (See page 16 for dining hall hours).
2. Cadets will sign-in on the "Meal Log Book" located **by the Dining Room Entrance.**
3. Cadets will quietly stand at parade rest and form a single line starting at the main entrance to the dining hall. This line will not block any doors or hallways at any time.
4. Cadets will not bring books, book bags, laptops, additional clothing, and food or drink containers, etc., into or out of the dining room. The dining hall is not the appropriate area to socialize.
5. Cadets will be appropriately attired while in the dining hall.
  - a. No shower shoes are allowed (flip flops are considered shower shoes).
  - b. No tank tops.
  - c. Sleeveless shirts or attire that exposes the underarms are not allowed in the dining hall.
  - d. Physical Training gear that has been worn in a training activity will not be worn in the dining hall. Cadets must present themselves in a clean and professional manor while eating in the dining hall. Additionally, cadets should be conscientious of their personal hygiene.
6. Cadet dining room guidelines:
  - a. Cadets will utilize two hands when carrying a food tray.
  - b. Cadets are to sit in the rear dining room filling up the back area first and working towards the front. Cadets are to sit in the next available seat regardless of

friendships or company affiliation. When overflow allows for front dining room seating, cadets should still pursue a rear dining room seat before going to the front dining room. If the rear dining room is closed off, the front dining room may be utilized. When in the staff dining area cadets will move in a clockwise direction. While in the cadet dining area cadets will move in a counter clockwise direction.

- c. Cadets are to use the cadet dining hall salad bar. If this salad bar has a line longer than 10 cadets, then cadets may use the side of the salad bar closest to staff dining.
  - d. Cadets are to use the two soda machines located in the cadet dining hall. If the line for soda exceeds 10 cadets, then the soda machine closest to the cadet dining hall exit doorway may be used. Cadets may not use the soda machine closest to the culinary cashier.
  - e. When cadets are done eating, they must clear their trays and exit the dining hall. Loitering and socializing is not permitted. Cadets should empty all trays, plates, and bowls in the appropriate trash bins and then place them on the carousel, as well as placing all flatware in the bins identified on the top of the trash bins. Leftover ice and liquids in non-disposable containers should NOT be poured into the trash containers. Leave your glasses, with ice and liquids, on your tray. All paper containers (cereal boxes, coffee cups, etc.) that have liquid in them, are to be dumped in the dumpster, including the liquid.
  - f. Cadets should clear all trash and leftover food (fruit, yogurt, milk) from the tables. Do not return dairy products or fruit to the refrigerators. They must be thrown away.
  - g. Cadets should exit the dining room through the door at the rear of the staff dining hall.
7. Food Service reserves the right to refuse service to anyone violating the dress code or behavior.
8. **No special diets will be prepared.**
9. Dining hall hours:
- |           |           |                 |
|-----------|-----------|-----------------|
| Breakfast | 0500-0800 | Monday - Sunday |
| Lunch     | 1100-1300 | Monday - Sunday |
| Dinner    | 1600-1800 | Monday – Sunday |

#### H. **Cadet Discipline**

Cadets who fail to comply with CCR Title 15, DOM, Government Code, Institutions and Camps Manual and/or all other departmental rules and regulations, will be subject to the appropriate disciplinary action which; depending on the severity of the violation, could include termination from State service or Rejection During Probation. The severity and repetitiveness of an individual's behavior or actions will dictate what level discipline will begin or be administered.

- 1. Progressive Discipline
  - a. Preventive action is the proactive steps taken by a supervisor to eliminate or reduce the need for corrective or disciplinary action. Preventative action includes training, informing the employee of rules, and verbal reminders of expectations.
  - b. Corrective action is taken once a problem is identified. It attempts to bring the employee's performance up to standard or to prevent continued misconduct. Corrective action may include written documentation of corrective interviews that may be in the form of Employee Counseling Records (ECRs) or Letters of



Instruction (LOI).

- c. Rejection on Probation is the final phase of the progressive disciplinary process. It is defined as formal disciplinary action which may result in dismissal.
2. During a CPO's career, discipline plays a very important role. The purpose of employee discipline is to improve performance and enhance standards of conduct. At the Academy, discipline is administered based on the seriousness of the incident. Reasons for discipline may be for:
  - Misbehavior - Knowingly disobeying a rule or order.
  - Mistakes - Unintended error.
  - Failure to Perform – Testing or exam failure.

Misbehavior is generally regarded as the most serious because it reflects the character of the individual. Character cannot be tested or measured on an academic test, range score, or in physical training achievement. Over the course of the 16-week Academy, a cadet's character will be revealed. Misbehavior, misconduct, or repetitive mistakes are undesirable qualities for a peace officer. The circumstances surrounding such actions will be reviewed by the Program Lieutenant, Academy Commander, and the Cadet Appraisal Analyst, for appropriate disposition.

3. Cadet Incident Card

One method of tracking information regarding cadets is with Cadet Incident Cards, commonly referred to as "Blue Cards". Blue cards are used for documenting commendations (positive incidents), "gigs" (negative incidents), and information concerning cadet behavior. Every cadet will carry **two** Blue Cards in the right front shirt pocket of the uniform at all times. **The top portion of the blue card must be filled out by the cadet, except the date and time.** The cadet will present a Blue Card to any staff member upon request. If the incident is a "gig," the staff will remind the cadet of the rule(s) and their responsibility. Cadets will go to their CC for a replacement card. All Blue Cards are reviewed and logged by the Program Sergeant. The Company Commanders will receive a copy of the disciplinary log. The Blue Cards are then placed in the cadet's file.

4. If a cadet's actions are so severe or the cadet commits a crime, rejection during probation will be initiated. All rejections on probation must comply with the guidelines set forth in the Governmental Code Section 19173. Such actions are taken following approval by Academy Administration, and are subject to review by the State Personnel Board.

## I. Cadet Uniforms

**Beginning the first day of the Academy, cadets will be required to report to work in regulation short sleeve two piece Tactical Duty Uniform (TDU).** Cadets will be required to have a minimum of two sets of uniforms. Expect to pay \$130 to \$150 per set. You can purchase the CDCR approved uniform, with CDCR arm patches, at any uniform supply store throughout the state.

Cadets are responsible for cleaning their own uniforms during the Academy. Buy your short sleeve TDU shirt large enough to accommodate the stab-resistant vest and the range of body motion during training. When you purchase your uniform, keep in mind that it should not be form fitting. You should be able to do a squat without the uniform pants pulling into the groin area. The pockets should not gap open while in the standing position.

Cadet uniform includes the following:

1. White crew neck T-shirt.
  2. Black uniform boots, plain-toe leather highly shined at all times (no metal-toe or cross-toe stitching boots) and black socks. Boot height must be a minimum of 8 inches, maximum of 10 inches.
  3. State issued jumpsuit or TDU shall be neat, clean and pressed. Leather basket weave belt with 4 corners of the brass buckle showing in the front. Pants are not to be bloused.
  4. Pockets should be buttoned/zipped at all times.
  5. Academy-issued nametag is worn centered over the right pocket of the jumpsuit/TDU.
  6. Handcuff key is to be secured on the duty belt at all times unless in use. When attending P.T., you must have chits and whistle with you (typically secured in the black pouch).
  7. CDCR approved Class B fitted cap. Class B pony tail cap for females is approved. Open back or "snap back" caps are not allowed. All cap bills must have a curved design. Flat bills are not allowed.
  8. Black leather basket weave utility belt (Sam Browne) with brass buckle, or nylon utility belt to be latched in the front only. No mixing of leather and nylon items.
    - a. Black duty bag. All equipment, except vests, must be stored in this bag.
    - b. Black leather basket weave handcuff case with brass snaps or nylon handcuff case with black snaps.
    - c. Black leather basket weave glove pouch with brass snaps or nylon glove pouch with black snaps.
    - d. Leather or nylon universal radio carrier with retention strap.
    - e. Four black leather basket weave keepers with brass snaps or nylon belt keepers with black snaps.
- Note:** The key holder and flashlight holder should fit on this belt.
9. Black leather basket weave duty belt, **2-1/4-inch width with gold, 2-inch square, four-sided metal buckle**. Will be worn with the Class B cargo pants, or black nylon duty belt.
  10. Key holder: black basket weave, or nylon, with gold colored key clip, worn on strong side in line with seam of pant leg. No more than four keys and one whistle on key ring.
  11. Wallets carried in rear pocket.
  12. CDCR cap must be worn while in State issued jumpsuit and TDU uniform **when outside**. Hat is not to be worn indoors. No hair showing on forehead.

13. CDCR approved Class B waterproof or non-waterproof jacket must be worn as any other jacket; snapped, or zipped up three to four inches from the top, unless instructed otherwise by Academy staff. The Class B jacket is seasonally mandatory, October 1st through May 31st. When mandatory, the Class B jacket must be worn until 1100 hours when outside of the classroom. After 1100 hours, wearing the Class B jacket is optional. The Class B jacket will have cloth name tape containing your first initial and last name, in gold lettering, with green backing, centered over the right pocket. Jackets will have the proper CDCR arm patches, without the star patch. No fur will be worn on collars.
14. Smooth, black, leather gloves only with no "cut outs". Both the body of the gloves and fingers shall remain intact. Wrist high to two inches above the wrist in length. Gloves may be lined for warmth. Gloves are seasonally optional. Gloves are not to be worn in the classrooms or on Field Practicum.
15. Flashlight: black in color, plastic, or aluminum. Maximum length 11". To be worn for specified classes or Field Practicum.
16. While on Academy grounds, cadets must carry the CDCR ID and valid State issued driver's license to present upon request. During Field Practicum, cadets will adhere to institutional and departmental policies concerning ID's.
17. When in uniform, two Blue Cards must be carried in the right breast pocket of the uniform shirt and available when in PT gear.
18. When cadets are in uniform, they must carry a pocket-size notebook and black ink pens on their person at all times.
19. Sunglasses are not a part of the cadet uniform; however, prescription transitionals are approved.
20. Stab-resistant vest.
21. Backpacks are not allowed to be worn while in uniform. Additional Curriculum may be carried in a binder, or a small, black, book bag or tote bag; the bag must be carried on one shoulder, not across the body.
22. Rain coat and pants during inclement weather (clear in color) can be worn over your Class B uniform jacket or PT uniform. Rain gear can be purchased at the Academy Store, uniform vendor, department or sporting goods store. (Please refer to Uniform Specification Attachment for an example.)

It is expected that you wear the uniform properly and take great pride in the maintenance of your uniform. The CDCR uniform and Academy's physical fitness uniform cannot be mix-matched with civilian attire. Wearing the uniform improperly is considered being out of uniform. All cadets wearing uniforms while traveling to and from the Academy must wear a cover shirt. (Uniforms should not be worn in public). Cover shirts must be put on and/or removed at your vehicle. At no other time will your uniform, either PT or Class B be worn off duty on grounds.



**THE FOLLOWING ITEMS WILL BE PURCHASED BY ALL BCJA CADETS:**

- Uniform boots; black plain-toe leather and highly shined at all times (no metal-toe or crossed-toe stitching boots) (YCO/YCC).
- Cap (with badge) worn outside only. No hair showing on forehead (YCO/YCC).
- Black book bag or gear bag (used to carry equipment and can be purchased from the CTC Recreation Fund Store (Canteen). The bag must be carried on one shoulder in a professional manner and not across the body (YCO/YCC).
- Black leather basket weave with gold color key clip or nylon key holder with black colored key clip.
- Brass whistle.



**PROVIDED BY THE ACADEMY – DO NOT PURCHASE:**

- Protective stab vest
- Handcuff
- Handcuff key
- Mk-9 inert spray
- Thigh rig



- Nylon duty belt
- Nylon handcuff case
- Nylon glove pouch
- Safety glasses
- Hearing protection
- Nylon universal radio carrier with retention strap
- Micro shield



## Graduation Uniform

Cadets will be required to purchase a minimum of one long sleeve or one short sleeve Class "B" shirt and Class "B" pant. The uniform must meet the specifications outlined in DOM Section 32020.6. Additionally, Class "A" pants can be **voluntarily** purchased as an **option** to wear for graduation. Uniform vendors will be on Academy grounds during Week 7 or 8 to begin fitting cadets for their Graduation uniform. The purchase and proper fit must be verified by the Academy's uniform coordinator, no later than Week 10. Expect to spend approximately \$130 to \$150 per set of uniforms. Earrings are not to be worn during the graduation ceremony or with the graduation uniform.

Cadet graduating with the classification of Youth Correctional Counselor will be required to wear professional civilian attire i.e. coat and tie, pant suit, or dress for ceremony.

## **J. Alternate Uniforms for Specialized Training**

Alternate uniforms will be worn during Physical Fitness, Arrest and Control, and Expandable Baton. This includes:

- PT sweat shirt
- PT t-shirt
- PT shorts
- PT compression shorts (black or gray only) **MUST** be worn underneath PT shorts, PT sweat pants
- Running shoes and black or white socks
- Black knit beanie cap with the CDCR star patch (worn in same manner as Class B hat, outdoors only).

All cadets must report for Physical Training and Arrest & Control training wearing the complete PT uniform. Once class begins you may remove only the sweatshirt during Arrest & Control training. You may remove sweatshirt and/or sweatpants during PT classes only. You must have on the proper PT shirt and shorts underneath. Your clothing must be neatly folded, stored and placed in designated area. The complete PT uniform must be put back on prior to getting in formation for class dismissal. Exception: Between May 1<sup>st</sup> through October 31<sup>st</sup>, cadets are not required to don their PT Sweatshirt for training after the 1100 hours. **PT shorts can only be worn during PT. Do not write your name on your PT clothing until instructed to do so.**

Once you have completed PT or Arrest and Control, you must shower and change into the appropriate uniform for the next block of instruction.

Cadets are also reminded of the Academy policy of uniformity while in company formation.

## **K. Uniform and Grooming Guidelines**

Per DOM, Section 33020.6, the following minimum guidelines are adopted for all cadets:

1. Male cadets will be clean-shaven every morning. Neatly trimmed mustaches are permitted. Mustaches shall not extend below the corner of the mouth. Waxed ends or points are not allowed. **No beards or goatees are permitted.** Cadets with rapid beard growth may be required to shave twice a day.
2. Sideburns shall not extend any lower than the middle of the ear. The maximum width at the bottom of the sideburns shall not exceed 1 1/2 inches.
3. You are reminded that your hair is to be in compliance with departmental grooming standards, prior to your arrival at the Academy.





4. Hair shall not be styled or combed forward any lower on the forehead than the employee's eyebrow; measured from the high point of the eyebrow and shall not be visible on the forehead when the uniform hat is worn. Hairstyle and length shall not impede, restrict, or detract from the proper wearing of the uniform hat. Hairstyle and color shall not detract from the uniform. Male cadet's hair shall not extend below the top of the shirt collar while sitting or standing in an erect position and shall not cover any part of the outside portion of the ear.

Female cadet's hair, including braids, shall not extend below the bottom of the collar, and shall be off the ear. If the hair is long, it shall be worn up in a neat style. The hair shall also be styled in a manner that does not impede with the proper wearing of the uniform cap. No decorations in the hair are permitted and hair clips and/or pins shall match the color of the hair. **NO distracting hair colors or hair styles. This applies to men and women.**

5. Jewelry:
  - a. Wedding bands shall be the only ring(s) worn. (Per Department of Personnel Administration rules, reimbursement shall not exceed \$100). Precious or semi-precious stones shall not be worn (except in wedding bands).
  - b. There shall be no visible chains or necklaces worn with the uniform.
  - c. Medical Alert bracelets may be worn.
  - d. Wrist watches shall be the only jewelry worn on the wrist. No watches shall be worn on chains or pinned to the uniform. Watches are to be majority black in color. Bright colored watches or "Smart" watches are not allowed.



- e. NO earrings will be worn with the uniform.
- 6. Fingernails shall not extend more than 1/4 inch beyond the tip of the fingers. Nails shall be neat and clean. Fingernail polish, if worn, shall be clear in color. French manicure is permitted.
- 7. Female employees may wear a **light** application of cover up that will blend with or match the natural skin tone of the employee. Eye makeup, blush or lipsticks are **not** allowed. False eyelashes are not permitted. Lip protection is to be clear and non-glossy.
- 8. Cadets shall not wear ring/stud earrings or other jewelry decoration/ornament on or in the nose, tongue, or ear (s) while in uniform. Additionally, there will be no jewels, ornaments, or rings/studs worn on the visible facial areas.
- 9. Body piercings or body modifications that could pose a safety or health risk shall be removed prior to Academy training.
- 10. Due to health and safety risk, cadets shall not receive tattoos while attending the BCJA. This also includes touching up, altering or adding on to existing tattoos.

**L. Off-Duty Attire**

- 1. The cadet ID card, valid driver's license, and two blue cards must be in your possession while on grounds, on or off duty.
- 2. Cadets in off-duty attire are not permitted in the North Corridor, Monday-Friday, 0600-1700 hours.
- 3. Clothing will be neat, clean, and worn in good taste. Attire must be conservative and non-form fitting. Civilian attire is not permitted in the classroom during duty hours.
- 4. White t-shirts, crew neck shirts, or any other type of white undershirt shall not be worn as the outer garment with civilian attire.
- 5. Tank tops, blue jeans, shower shoes, and clothing items with unacceptable printing or logos are not permitted. No camouflage of any kind is allowed. (This includes clothing, hats, backpacks, or luggage). **No blue denim of any kind is allowed. This includes blue jean shorts, pants, or chambray shirts.** Academy staff will determine what is unacceptable, if a clothing item becomes questionable. Clothing with writing across the buttocks area is not permitted on Academy grounds.
- 6. Shorts are authorized during off-duty hours, if they are hemmed and are no shorter than two inches from the top of the knee.
- 7. Spandex type clothing may be worn only under approved cover shorts.
- 8. Ball caps of any kind shall be worn with bill straight forward, and removed indoors, on or off duty.
- 9. No bare feet or braless attire is ever permitted outside of your housing unit, or within the public areas of your housing unit.
- 10. No sleeveless shirts or attire that exposes the underarms or abdominal area.
- 11. House shoes/slippers, shower shoes, flip flops, or pajamas are never to be worn outside of your living quarters. However, sandals are authorized.

## **M. Cadet Off-Site Housing**

The Academy offers cadets who reside over 30 miles (one way) from the CTC, the option of living on-grounds, as well as off-grounds at the cadet's own expense.

**Cadets will inform OPOS, at the time of confirming their employment, what their housing choice will be. If you chose to live on-grounds housing will be provided for you at the Academy.**

Upon registration, cadets residing off-grounds will be required to provide the address and phone number of their offsite residence.

### **General Information**

#### **1. Offsite Lockers and showers:**

All cadets residing off-grounds will have lockers made available to store uniforms and personal items. Each cadet assigned to the Off-Site locker room next to the gym will tape a 3" x 5" index card to the locker showing the cadet's name and control number. Off-Site Cadets assigned to lockers in general/dorm living areas will write their name on the 3X5 Door Card along with the cadets residing in that room and write their locker number in the area indicating "Bed Number". Lockers **must** be secured at all times with a State-issued padlock provided by the Academy. Shower facilities will also be available to accommodate cadet hygiene needs. Cadets shall not exceed five minutes when showering at the BCJA. Cadets residing off-grounds are also responsible for the cleanliness of these areas. Cadets will not go to or from common area showers or restrooms without being fully clothed. Room doors will be closed at all times. Common areas, showers, and restrooms will be cleaned every day. All trash will be picked up and the trash can emptied into the dumpster. The janitorial room will be kept clean and orderly.

#### **2. Meals:**

Meals for cadets are provided at the Academy's Culinary three times per day. During the week, your Company's duty schedule will identify the hours you can report to the Culinary. Off-site cadet residents **will not** receive meal per diem to dine off-site, but will be allowed to dine in the Culinary.

#### **3. Travel Reimbursements:**

Cadets will not receive mileage reimbursement when traveling to and from the Academy on weekends. Cadets will be reimbursed when traveling to the Academy on their report date **only**. This reimbursement will be for mileage, airline tickets, or bus fare. This process will be explained further during the orientation process.

## **N. Change of Housing**

Cadets that elect to change housing arrangements, consisting of off-site to on-site or on-site to off-site housing, will be required to fill out the necessary request form and receive an acknowledgement signature from your CC and approval signature from the your assigned Program Sergeant. Requests must be received five working days in advance. Cadets will not be allowed to switch back and forth, once a change is made.

## **O. Cadet On-Site Housing**

**As a reminder, only cadets who reside over 30 miles (one way) from the CTC are allowed to live on grounds.**

Cadets must maintain their assigned housing in accordance with the following specific guidelines.

These guidelines are necessary to afford and promote clean, healthy, safe, secure, and orderly living conditions for all cadets. Failure to comply with established policy in this area can lead to disciplinary action and displays a lack of respect for fellow cadets and staff.

1. Academy facilities and assigned living areas are subject to inspection at any time.  
Cadets are responsible for the daily cleanliness of the living areas. Dormitories may be inspected daily, at any time (without notice), by staff. If cleaning supplies are needed, contact the custodial unit in building “Y”.
2. Rooms and common areas (bathrooms, hallways and janitorial rooms) must be **clean** and **orderly at all times**. A cleaning schedule will be posted for the assignment of these responsibilities. Floors will be swept, mopped, or vacuumed. Surfaces will be free of dust. Sinks will be clean; hand soap is the only item that may be left on the sink. Trash will be in wastebaskets and wastebaskets will not be left full. Cadets are not to take the trash from their rooms and place it in the large trash can in the restrooms. Cadets will place trash from their rooms in the large trash cans located outside of the housing units. Tops of dressers, desks, or lockers will have nothing on them except a clock (no clock radios) and one personal photo frame (per cadet) no larger than 4” x 6.” Nothing will be attached to the walls, doors, or inside/outside of lockers, unless instructed.
3. Nothing shall be left on the floor, with the following exceptions: Each cadet may leave **one** luggage item (closed) and **two** pair of footwear, per cadet, **neatly under** each bunk. Within closet areas (with or without doors), cadets may store additional items on the floor, in an **orderly manner**. All other personal items, including books and clothing, must be put away neatly into lockers, dressers, closets, or duffel bags. Personal furniture, including cardboard dressers, folding chairs, and rugs are not authorized.
4. Rooms must be secure. Personal, valuable items (i.e., wallets, money, jewelry, identification, personal information, electronic devices, keys, duty equipment, uniforms and lesson plans) must be **locked** away.

***In Q, R, S, T, and U Housing Units, these items must be put away.***

***All padlocks and lockers must be locked any time you are not within immediate control of your property. There will only be one locker assigned per cadet, with a State-issued padlock provided by the Academy. Failure to comply may result in disciplinary action.***

Cadets will be provided State-issued padlocks to secure their personal belongings. Academy staff may conduct routine living-quarters inspections at any point in time. During these inspections, the opening of cadet lockers may occur in order to ensure that the health, safety, and security of the facility is maintained. The opening of lockers will only be done in the cadet’s presence.

When a cadet is assigned a bed, he or she will automatically be assigned the locker, or dresser drawer that corresponds with their bed number. Cadets will **ONLY** use the locker, or dresser drawer that is assigned to them. On the door card that is affixed to the door, the cadet will legibly print their bed number, their name (last name, first name), and their control number. A luggage tag with the cadet’s name and control number must be visibly attached to each piece of luggage, duty or duffel bag.

- E DORM – Cadets may have one **small** single-bulb lamp on the nightstand.
- F DORM – Cadets may have one **small** single-bulb lamp on the dresser.
- G DORM – Cadets may have one **small** single-bulb lamp on the dresser.
- H and I DORM – Store nothing on the tables.
- Q, R, S, T, and U rooms – All valuable items must be stored out of sight and windows must be secured closed. Stab resistant vests are to be placed under

the beds when not in use. Items will not be stored on or around the air-conditioner/heating unit. Showers must be cleaned often and allowed to ventilate. Do not store items in the shower.

5. Beds will be made daily, uniformly, with hospital corners and nothing will be left on them. Only Academy issued bedding will be on the bed. **Personal** items will be put away. A State issued or personal white towel and face towel may be hung utilizing the hook, bar or a hanger on your assigned locker. Dirty clothing may be stored in a red mesh laundry bag, which may be hung in the closet (if available), or at the foot end of the lower bunk.
6. Water and protein/supplements are the only consumable items allowed in cadet housing. You are allowed to store one case of bottled water under your bunk.
7. If you would like to use dietary supplements (e.g. powder drink mix, protein bars, etc.), you may store them in your assigned locker. All powders and pills must be in a sealable container. A one week supply is the maximum amount allowed to be stored in cadet lockers.
8. Cadets will not go to or from common area showers or restrooms without being fully clothed. Room doors will be closed at all times. Common areas, showers, and restrooms will be cleaned every day. All trash will be picked up and the trash can emptied into the dumpster. The janitorial room will be kept clean and orderly. A cleaning schedule for the common areas will be posted for the assignment of these responsibilities. The schedule shall also include cadets that are using a room designated as an Off-Site locker room.
9. All electrical items (lights, air conditioner, hair curler, etc.) will be shut off when not in use and secured. If the heater/air conditioner is used, windows must be closed. **HEAT GUNS ARE NOT ALLOWED.**
10. Cadets are prohibited from possessing sexually explicit materials, defined as personal photographs, drawings, magazines, and pictorials showing nudity. Materials found in the possession of cadets will be treated as contraband and disposed of or mailed at the cadet's expense, and may be subject to progressive discipline, up to and including termination.
11. Cadets are required to **legibly** fill out **two** *Living Quarters Inspection Checklist Forms* with their room number, names, and control numbers. Each cadet assigned to the room must have his/her name on both inspection sheets. They will leave the completed forms on a table or dresser top just inside of their door for use by staff inspecting rooms and/or dorms. If a form is used, the cadets will obtain another form from their CC and fill it out to replace the used form. There should always be **two completed** forms in each room or dormitory. Failure to have a form present for use by inspecting staff will be a "gig" (Blue Card) for every cadet in the room.
12. Cadet uniforms will be secured in lockers at all times, with the exception of soiled PT clothing which can be hung onto your locker. **Nothing** is to be left hanging from fixtures, blinds, thermostat, etc.

**P. Cadet Daily Departure and Return Procedures**

1. Exceptions to Academy arrival and departure procedures, must be with **PRIOR** approval from the Academy Commander, or designee, and will normally be in writing.
2. Cadets must notify the Watch Office when they realize they are going to be late for duty or curfew. They must provide notice **PRIOR** to being late. Only emergencies will be accepted as reasons for being late. Each situation and disciplinary action will be dealt with on a case by case situation. The Watch Office phone number is 209-744-5043.

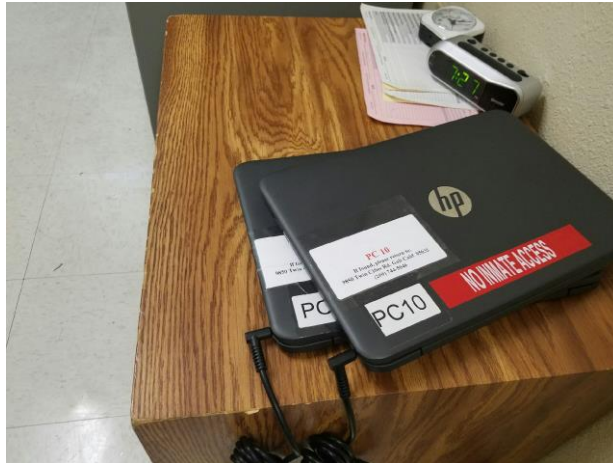
3. Cadets will use the slide barcode readers located in the foyer across from the Watch Office as they exit and enter the Academy. Cadets must slide the barcode located on the back of their ID card in the reading device toward the right side of the barcode reader prior to departing grounds and must be certain the screen indicates "Successful check out". Immediately upon re-entering the Academy, cadets must again slide the barcode located on the back of their ID card in the reading device toward the right side of the barcode reader and must be certain the screen indicates "Successful check in". Each time the ID card is slid in the electronic card reader, the reader will make a beeping sound and display the cadet's ID card information. The sole entry and exit point for the CTC is the Front Entrance. This applies to all situations, whether the cadet is going to the parking lot to leave grounds or to just get something from their vehicle.
4. Cadets will be disciplined for failing to log in and out on the electronic card reader immediately before exit and upon entry. Cadets shall immediately notify the Watch Office of any error or issue with the electronic card reader.
5. The North Corridor will not be used when traveling to or from Glass Hall, or when entering and exiting the Academy. This applies whether cadets are in uniform or in civilian attire. Cadets leaving classrooms in the North Corridor due to breaks must use the closest corridor exit in order to minimize traffic. Cadets will only use the South Corridor and Senior Square route to enter and exit the Academy. Cadets with classrooms in the North Corridor will use the court yard areas (walkway between the buildings) to go from North Corridor to the South Corridor. Cadets will always use the closest entrance/exit doors nearest their classroom in the North Corridor. The North Corridor is also off limits at the conclusion of a physical training class in Glass Hall. **Cadets may only utilize the South Corridor to access their living quarters.**
6. Cadets physically leaving CTC grounds are required to log out and back in upon their return on the electronic card reader system.
7. Cadets may not access the parking lot during duty or lunch hour. **Cadets must notify their CC or Program Sergeant in emergencies.**
8. The designated cadet drop off and pickup area is located at the front of the Academy identified by a white curb and posted sign.

**Q. Academy Curfew Hours**

1. Must be in their rooms Sunday through Thursday nights, with lights out, by 2200 hours (Quiet hours: 2200–0430 hours). During quiet hours, cadets must be in their living quarters, quiet, and have their lights out, in consideration of other cadets. Cadets returning from liberty (Sunday – Thursday) must sign in no later than 2145 hours. This will allow time to report to your room and have the lights out by 2200.
2. On Friday and Saturday, cadets must sign in no later than 2345. (Quiet hours: 0001-0500).
3. May remain off-grounds from the end of their scheduled duty day Friday until the start of their scheduled duty hours on Monday.
4. May not remain off-grounds Monday through Thursday nights without prior written approval. (Emergencies during off duty hours require contacting the Watch Office). Please refer to Section N – Change of Housing.
5. Cadets returning to Academy grounds during quiet hours (Friday or Saturday night: 0001-0500 hours; Sunday through Thursday night: 2200-0430 hours), will be permitted to return to their room, but it will be documented and subject to progressive discipline, up to and including termination for any non-substantiated circumstances.
6. Cadets may sign-out and depart grounds no earlier than 0500 hours, at any time during the Academy.

## R. Curriculum

Cadet curriculum is provided on a laptop and will be assigned to you at the start of the Academy. A review of the laptop will be presented during orientation. When not in use or charging, laptops must be stored in the assigned protective bag and secured in your locker. Specific charging areas will be marked to ensure your laptop is fully charged before reporting for duty. Each specified area is the only area utilized for charging the laptop (i.e. not on mattresses or bathroom sinks).



The BCJA Program is divided into the following areas. Cadets are expected to meet the minimum standards in these areas:

1. Academic Instruction
  - a. Penal Code (PC) 832 Examination
  - b. Mandatory Examinations
  - c. Classroom Assignments
  - d. Practical Skill Demonstrations
2. Firearms Training
  - a. 37mm Launcher
3. Physical Training
  - a. Purposes and Expectations
  - b. Physical Fitness Training Test
4. Tactical Skills
  - a. Arrest and Control Techniques
  - b. Reality Based Training Scenarios

### **THE FOLLOWING ARE MINIMUM ACADEMIC STANDARDS:**

**Absences that cause cadets to miss a portion of the curriculum beyond the established minimum attendance and participation requirements will result in dismissal from the BCJA.**

1. Academic Standards
  - a. Penal Code (PC) 832 Examination

The Commission on Peace Officer Standards and Training (POST) requires that every peace officer successfully complete a course in the Laws of Arrest. A written examination, PC 832, is scheduled and administered during each Academy class.

All cadets are required to take the examination regardless if they have a certificate from an outside agency. The examination is conducted on-site and scored on a Pass/Fail basis. Should a cadet fail, they will be notified and given the opportunity to retest. Failure to pass the retest will result in Rejection During Probation and dismissal from the Academy.

b. Mandatory Examinations

Each cadet must pass each segment of all mandatory examinations. These exams are given periodically throughout the 16 weeks. Failure to pass any segment at the minimal acceptable competency level requires a retest. Should a cadet fail any segment of a mandatory examination, an Academic Failure Notice will be issued. The notice will include the date/time of the retest examination and the segment(s) to be retested. Failure to report to the retest will result in Rejection During Probation. Failure to pass the retest will result in Rejection During Probation and dismissal from the Academy.

All written examinations will evaluate the cadet's knowledge of the required objectives for the majority of the curriculum. Once you have shown competency in a subject matter area, you will not be tested on that material again. Cadets will be required to review and acknowledge receipt of the Examination Policies and Procedures Statement, which outlines the procedures to be followed when taking major examinations and retests. Cadets are observed during the examination process to ensure that testing policies and procedures are strictly adhered to. If a cadet is exhibiting behavior during an examination or retest that could be construed and supported as a serious infraction of the testing policies (e.g., cheating), the cadet will be removed from the examination or retest and Rejection During Probation proceedings will be initiated. Exam questions are confidential and may not be discussed at any time. Cadets who fail to arrive for a test or retest before the proctor statement has begun will not be allowed to take the test and a failure will be recorded.

c. Classroom Assignments

Cadets must complete all classroom assignments satisfactorily. Any assignment that is incomplete or incorrect may be redone until the assignment is successfully resubmitted. Cadets that are unable to demonstrate proficiency in classroom assignments may be referred for Administrative Action.

d. Practical Skill Demonstrations

Many courses require cadets to perform practical skills as demonstration of learning the training objectives. These demonstrations are graded on a pass/fail basis.

While attending the Academy, you may be issued material related to various course curricula. You are expected to report to class with the related material for each course of training. Failure to do so may result in disciplinary action.

2. First Aid and CPR

This is a multimedia standard first aid course certified by the EMS Safety Services. This course provides cadets with the working knowledge of the use of AED and administering standard first aid and/or infant, child and adult CPR in emergencies. This course includes issuance of a mouth shield and policy memorandums.

3. Firearms Training- 37MM

Cadets who fail to initially qualify with this weapon will be given one additional attempt. Failure to qualify on the basic course of fire may result in Rejection during probation and dismissal from the Academy. Any misconduct or unsafe act committed on the range may result in your immediate removal from range training, which will result in rejection during probation and dismissal from the Academy.

4. Physical Training

The cadets will participate in PT throughout the 16-week Academy, rain or shine. Physical fitness training at the BCJA is **mandatory**. If a cadet becomes ill and misses any portion of a PT class, the cadet must go to the doctor and obtain written verification. This medical verification must include identification of the illness or injury, including return-to-work status and limitations.

The purpose and expectations of the PT program is:

- To increase the cadet's fitness level. This includes the normal components of fitness (aerobic and anaerobic capacity, muscular strength, and endurance, etc.).
- To prepare the cadets to complete the Physical Fitness Training Test (PFTT) test in five minutes, five seconds.

The PT Program consists of warm-up/cool-down, stretching, calisthenics, formation running, running at your own pace, circuit, cross and resistance training, wind sprints, and a 25-station weight training circuit.

The PFTT consists of a 500-yard run followed by a simulated stretcher carry. The 500-yard run involves running on different surfaces, up and down stairs, through hallways, and negotiating an agility course. You must complete the PFTT in less than five minutes, five seconds, prior to graduating. Failure to do so will result in Rejection During Probation and dismissal from the Academy.

5. Tactical Skills

Employees who supervise inmates or parolees must have training in physical controls that are acceptable and approved for use in the CDCR. Basic techniques will be taught in the use of the Expandable Baton and Arrest and Control. A working knowledge of the basic techniques must be demonstrated for successful completion of these courses. Cadets are required to participate and perform specific tasks/objectives during reality based training scenarios and exercises in all tactical courses.

a. Arrest and Control

This course of training is POST mandated and is presented in combination of lecture, physical proficiency training, and development (mat work). It provides you with a basic working knowledge and understanding of defense techniques used to defend against an assaultive person and methods used to restrain (mechanical or otherwise) assaultive individuals. Cadets failing initial qualification will be given two hours of remedial training that will include a retest. Failure to pass the retest and/or demonstrate proficiency during the Arrest & Control training scenario/exercises will result in Rejection During Probation and dismissal from the Academy.

b. Cadet On-Site Institutional Field Practicum

Throughout the 16-week Academy, cadets will be transported for a Field Practicum to institutions geographically close to the Academy, (e.g., N.A. Chaderjian Youth



Correctional Facility, OH Close Youth Correctional Facility, and Pine Grove Youth Conservation). This will enable you to observe and participate in CPO duties such as dining room operations, count procedures, search techniques, and other types of institutional operations. All cadets are expected to remain alert while en-route and returning from Field Practicum. Prior to departing for this training, you are required to have in your possession a valid driver's license, your cadet ID card, your whistle, chits, notepad, latex gloves, search mirror, dorm/locker room key, safety goggles/glasses, pen, and any necessary Field Practicum materials. Cadets are to police themselves, prior to reporting for Field Practicum inspection. **Cadets are not to be in possession of, or take any items on a Field Practicum that are unauthorized or considered contraband at an institution (i.e. cell phones, mp3 players).** Academy academic study materials are the only reading materials allowed on the bus during a Field Practicum. Study material may be carried in an open binder only. Study materials must remain on the bus at the institution. Zippered or enclosed binders are not allowed. Outside reading material will not be permitted on the bus. No backpacks, book bags, briefcases, personal food, (with the exception of nutrition bars), lunch boxes, or coolers are allowed on a Field Practicum. Only departmental search gloves are allowed (no black gloves). A small bottled water or sports drink (no larger than 24 ounces) will be permitted. Cadets are responsible for the inside cleanliness of the bus upon their return to the Academy.

## **S. Medical**

1. There are no doctors on the Academy grounds. Medical care is limited to standard first aid and medical emergency contact through local 911 assistance. The Academy does not provide any prescription or over-the-counter medications for cadets; however, there are some over-the-counter medications available at the CTC Store.
2. If you have prescription medications that you must take, and they have been declared and approved during your pre-employment medical screening, you are **NOT** required to declare them during check-in. Medications must be kept in your possession or secured in your room at all times. However, if you bring any injectable medications and/or syringes onto Academy grounds, they must be declared to the Program Office and Watch Sergeant as security precautions must be taken because inmates are on grounds.

If you have prescription medications that you must take, but you have not notified the Office of Peace Officer Selection for approval prior to arriving at the Academy, you are **REQUIRED** to declare them at the Medical Station during check-in.

You may have and use any over-the-counter (OTC) medications such as Tylenol, cough suppressants, Motrin, etc., at anytime during the Academy. These medications **DO NOT** have to be declared or approved. However, they must be in your possession or secured in your locker at all times.

3. If you obtain a **prescription medication** during your stay at the Academy, you must declare it by notifying your CC or Program Sergeant immediately. If they are not available, notify the Watch Office.
4. **Immediately report any injury or illness** to your instructor. Any injury or illness occurring after hours must be reported to the Watch Sergeant as soon as possible. Emergency first aid items may be obtained from the Watch Sergeant.
5. If you become ill or suffer an injury before class (especially PT), you must report to class and report the illness or injury to the instructor immediately.
6. If you are residing off-grounds and call in sick, you will be required to comply with the following procedure:

- a. You must go to a doctor **that** day and obtain written verification/identification of the illness or injury including return-to-work status and limitation(s).
  - b. Upon returning to your residence, you must call in and report to the Watch Office concerning your condition, the doctor's evaluation and an estimated time of return to the Academy.
7. It is your responsibility to ensure that any work restrictions are documented by the doctor, provided to you, and delivered to the Program Office for evaluation. You will be responsible for turning in all paperwork received by the doctor/hospital staff immediately following your return to Academy grounds.

**Physical injury, personal illness, or absences of any kind that result in being absent from mandatory courses, or excess amount of curriculum hours, may result in Dismissal from the Academy.**

#### **T. Hardship Transfers / Lateral Transfers**

A "Hardship Transfer Request" (HTR) is the process cadets use to pursue a change in institutional assignment while attending the Academy. It applies to cadets who encounter unforeseeable circumstances. You should not have accepted an appointment to an institution with the expectation of being able to transfer to another institution. Consequently, you will be held to your commitment. The Department expects you to fully consider your personal situation prior to accepting an assignment, thereby selecting an assignment that you can stay with and that fits your needs.

Hardships are unforeseen problems that occur or become evident between the time you accept the assignment and the date that you determine you need to submit an HTR. **Documentation proving the hardship will be required when submitting the application.** Only those HTRs based on circumstances that you clearly could not have anticipated will be considered. An HTR is based on circumstances which existed or should have been anticipated prior to reporting to the Academy will be denied in most cases.

Some examples of requests based on pre-existing circumstances that will not be considered are:

1. Difficulty relocating yourself or your family.
2. Difficulty selling your home.
3. Difficulty securing childcare.
4. Difficulty due to child custody agreements, consent decrees, or court orders.
5. Difficulty providing assistance or medical care to elderly parents, children, or other significant others.
6. Difficulty based on family member's pre-existing medical, emotional, or psychological conditions.
7. Difficulty resulting from separation from your family or because your family decides they do not want to relocate.

If you have a legitimate hardship, you will receive further information while at the Academy on how to proceed. **Do not contact OPOS or the institution you are requesting transfer from/to.**

"Lateral Transfers" are requests for transfer to another institution in cases that are not considered hardships and are available through your institution. Keep in mind, however, that you will be expected to complete the remainder of your probationary period (eight months) at the institution you accept. Upon completion of your probationary period, you can request a transfer to another facility. However, granting such transfers are discretionary on the part of the Wardens and are controlled by

the collective bargaining agreement covering Unit 6 employees (CPOs).

**U. The Correctional Peace Officer Apprenticeship Program**

The CPO Apprenticeship Program is an organized, planned system of training for entry-level correctional peace officers. For CPOs, it consists of the 16-week BCJA, and the completion of a minimum of 24 qualifying months and 3,600 hours of on-the-job training allocated among major work processes. The program also features frequent job assignment rotations and performance evaluations. You will be enrolled in the Apprenticeship Program during the Academy registration process. Sometime early in the Academy, staff will provide you with additional information regarding the program and your responsibilities. This orientation will include detailed instructions on how to complete and keep the written documentation that is required of all apprentices.

**V. Veteran's Educational Benefits**

The CTC is an approved school for Veteran's Educational Benefits as a non-college degree for completing the 16-Week Basic Correctional Juvenile Academy.

There are a few required documents you must provide to the Veteran's Affairs Coordinator which are listed below. Please have copies of these required documents when reporting to the Academy.

**Required Documents**

- DD Form 214 and any mobilization orders
- Notice of Basic Eligibility (NOBE) – DD Form 2384 (Reserve/Guard)
- All Post High School Education
- Transcripts
- Certificates
- Diplomas

In addition, any documents you may have related to your Montgomery G.I. Bill and/or any "kicker" you may have received will also be helpful and should also be brought with you when you report.

A meeting will be held with cadets who are veterans, qualifying for the Veteran's Educational Benefits, within the first two weeks of your reporting date to fill out the appropriate documentation.

You may also apply for Veteran's Educational Benefits using the Veterans Online Application (VONAPP). To complete the application, follow the instructions provided on the following website at <http://vabenefits.vba.va.gov/vonapp/main.asp>. If you choose this option, once you have completed the application, you must print it and provide it to the Veteran's Affairs coordinator, as well as the above required documents.

**NOTE:** Do not use VONAPP if you are:

- Receiving compensation, pension, or vocational rehabilitation benefits.
- Applying for an increase in benefits.
- Already have a pending application for benefits.
- Notifying Veteran's Affairs about dependency or income changes.

If you need further information, contact Sgt. D. Shafto at (209) 744-5000

**W. Recreation**

1. Appliances – Handheld type electronic entertainment devices are authorized, providing that they do not have internet capabilities and have muting or earphone capabilities (i.e., Gameboy type games, Solitaire games, Walkman type radio or Compact Disc player, Watchman). DVD players, videos/movies, cameras, and personal laptop computers are not allowed on Academy grounds. Devices may be AC or DC powered, and must be operated while wearing earphones. No recordings are to be produced on Academy grounds at any time. These devices are only

authorized to be in your possession, in authorized areas (see Academy Rules, Item No. 6), during off-duty hours. These items will be secured in your locker. The State is not responsible for the theft, damage, or other loss of any cadet's device or associated products. Cadets are not allowed to be in possession of any devices with internet access on Academy grounds at any time.

2. On-Site Amenities - The CTC grounds include two horseshoe pits, a quarter-mile track, a venue with training mats, a fully outfitted weight room, and the CTC Store Recreation Room. There is a television room inside the CTC Recreation Room, as well as DVD's and DVD player.

The weight room may only be utilized by cadets from 0430-0545 hours, and again from 1700-2100 hours, Monday through Friday, as long as they are not being used for a class. Cadets are not allowed to utilize either venue during on-duty hours, unless participating in BCJA curriculum. These venues are also open on Saturday and Sunday from 0430-2100 hours.

While using the weight room there will be no tank tops, tube tops, or sleeveless shirts of any kind. Shorts and sweatpants may be worn in the weight room. Closed toe shoes are required.

Weight room rules are posted in the weight room. Towels are provided to wipe down equipment after use. When you leave the weight room please remove all personal effects (trash, water bottles, towels, etc.). All equipment must be returned to its designated location. Please keep the weight room clean and safe.

#### **X. Probation Report**

During the final month of training, prior to graduation, your first Probation Report will be completed and discussed with you. This report will reflect all test scores, graded exercises, and degree of proficiency in areas of motor skills. This report will become part of your training file and forwarded to your assigned institution to aid them in developing a training program to further develop your skills.

#### **Y. Graduation**

A graduation ceremony is held at the conclusion of the 16-week BCJA. By successfully completing the BCJA, you will have earned the privilege to wear the badge of a CPO. You may invite a limited number of your family and friends to attend the graduation. Family members are permitted to bring cameras onto Academy grounds on graduation day only.

#### **Z. Miscellaneous Information**

##### **1. Mail**

- a. The mailing address is:

Your Name, BCJA Cadet  
Company Name/Control Number  
Richard A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632

- b. Your return address must be on all outgoing mail. Outgoing mail may be deposited in the mailbox which is located at the east end of the North Corridor. Incoming mail will be delivered to you by your CC.

##### **2. Telephones**

- a. Academy telephones are not available for personal use by cadets. A pay phone, for cadet use, is located in the South Corridor next to the Gym, and may be used during

breaks or the lunch hour. All telephone calls will be limited to ten minutes.

- b. You will only be called from class to accept a telephone call under emergency circumstances.

### 3. Accounting Issues

- a. Questions regarding pay should be directed through the chain of command beginning with your CC. When pay is ready, the CCs will be notified and will issue your salary warrant to you.
- b. Cadets will receive salary warrants after the 15th day of the following month **after** the full-time employees are paid. **Cadets will not go to the Accounting Office to inquire about their pay or paychecks; any inquiries should be referred to your CC.** Your salary warrants are issued to you at the Academy until graduation. After graduation, all salary warrants will be issued at the hiring institution.
- c. Current state employees who are lateral transferring into Unit 6 and who may have questions or concerns about their rate of pay, current benefits, etc. will have these questions addressed on orientation day Personnel staff.

### 4. CTC Recreation Fund Store (Academy Store)

The CTC Recreation Fund Store is a non-profit corporation established in 1983 to provide personal needs and supplementary recreational facilities for the cadets and In-Service trainees of the CDCR. The Recreation Fund operates the CTC Recreation Fund Store. The Recreation Fund is overseen by a board of directors made up of members of the Academy staff.

### 5. Driver's License

Check your driver's license. If your license will expire during the training period, renew it at your local Department of Motor Vehicles office before reporting to the Academy. **You must have a valid picture identification card with you.**

### 6. Health Care

- a. If you are injured or become ill during the 16-week BCJA, it will be the responsibility of the Academy to stabilize and/or transport you to a medical care provider. If you have a work-related injury, Academy staff will fill out the necessary paperwork to file a Worker's Compensation (WC) claim for benefits and will process the paperwork according to state procedures. If your claim is not approved by WC, you will be responsible for payment of all incurred costs.
- b. The State agrees to cover Permanent Intermittent Employees (PIE) with health benefits the first day of the pay period following graduation from the Academy. This coverage is to be applied to the control period that the graduation date is in; and the eligibility continues through the following control period. Thereafter, PIEs must work a minimum of 480 hours in each control period as established by the Public Employee Retirement System to continue coverage, pursuant to Government Code, Section 22822.
- c. Flu shots are suggested for cadets prior to entering winter classes.

### 7. Linen and Supplies

- a. Linen exchange for sheets, towels, and pillowcases is each Monday during your lunch hour between 1100-1300 hours. When a state holiday falls on Monday,

laundry exchange will be held on Tuesdays. If you are on a Field Practicum you may make the exchange on Tuesday. Linen exchange is made at the Janitorial Office located directly behind the dining hall.

- b. Bedspreads may be laundered by cadets or exchanged on linen day, on an as-needed basis. There are not enough spare bedspreads to exchange all bedspreads each week.
- c. Supplies will be restocked by Janitorial Services each week (normally Wednesday). If more supplies are needed, cadets should notify the Janitorial Services Office. There is a supply list in each janitor's closet for each dorm.

8. Laundry and Dry Cleaning

Coin-operated laundry facilities are located on Academy grounds and are available for cadet use. Clothes will never be left unattended in the laundry facility for any reason. The washers and dryers accept quarters only. Each machine requires one dollar in quarters. The Academy does not provide quarters. Additionally, dry cleaning facilities are located in the Galt, Sacramento, and Elk Grove areas. If the machines do not work properly, fill out a work order request.

9. Maintenance Problems

If a maintenance problem arises, report it immediately to your CC during business hours or the Watch Sergeant during non-business hours, and fill out a Work Order Request.

Please fill out the top section of the Work Order Request Form completely. Be specific about the problem and location. Whenever possible, specify the unit and room number from the nearest door (Example: Room E-115). Being specific, will enable the Plant Operations' staff to respond in a timely manner.

10. Elections

If you are attending the Academy during an election, make arrangements to vote by absentee ballot.

11. Jury Duty

Youth Correctional Counselor/CPO Cadets are not exempt from jury service. If you are summoned prior to or during the Academy, arrange a postponement with the jury office of your county. Missed curriculum may result in Rejection During Probation. Contact the Program Sergeant or your CC, or the Watch Office with any questions.

**AA. Equal Employment Opportunity**

CDCR offers equal employment opportunity to **ALL** individuals regardless of age, ancestry, color, disability, marital status, medical condition, national origin, political affiliation, race, religion, sex, sexual orientation & veteran status/military service.

**BB. Sexual Harassment**

CDCR is committed to providing a workplace in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of CDCR to provide a workplace that is free from all forms of discrimination and harassment, including sexual harassment. Additionally, it is the policy of CDCR to provide Equal Employment Opportunity (EEO) for all employees and applicants for employment. During the course of training at the Academy, you will receive additional training on both policies. However, there are certain expectations of behavior you should be aware of upon your arrival at the Academy.

**Sexual Harassment** is defined under State and Federal law as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature that interferes with work performance by creating an intimidating, hostile, or offensive work environment.

Examples of conduct that violates this policy include, but are not limited to:

- Unwelcome sexual advances or sexual pressure.
- Making or threatening reprisals after a negative response.
- Verbal conduct of a sexual nature, such as derogatory or demeaning comments, slurs, sexually explicit jokes, comments about an individual's body or physical appearance, suggestive or obscene remarks, or practical jokes.
- Physical conduct such as leering, sexual gestures, impeding or blocking movements, pinching, grabbing, patting, intentionally brushing up against another individual, rape, or assault.

Conduct in violation of this policy may be aimed against a particular individual or individuals of the opposite or same sex as the individual(s) engaging in the conduct.

All employees **must** report any violations of EEO and/or the Sexual Harassment policy, even if the discriminating or harassing behavior was not directed at you.

The EEO policy prohibits discriminating against or harassing anyone on the basis of race, color, national origin, ancestry, sex (i.e., gender), religion, marital status, age, disability, medical condition, pregnancy, childbirth and related medical conditions, sexual orientation, veteran status, or political affiliation, or any other basis protected by State or Federal law or local ordinance. This includes a perception that the person has any of these characteristics or that the person is associated with a person who has or is perceived to have any of these characteristics.

Examples of conduct that violate this policy include, but are not limited to:

- Verbal or visual conduct, such as using derogatory terms or discriminatory jokes.
- Following or stalking a co-worker, sending harassing correspondence by any means.

**All CDCR employees must** adhere to, refrain from engaging in, condoning, or leaving uncorrected, conduct that violates policy, and report any violations of either policy immediately upon becoming aware of any conduct that the employee believes violates the policy. This includes while off duty, if the conduct has a nexus or relationship to work or CDCR.

**CONSEQUENCES** - Any employee, who is found to have violated either policy, even if such conduct does not violate State or Federal law, will be subject to appropriate corrective and/or disciplinary action, up to and including termination from State service, regardless of job level or classification. In addition, individuals may be held personally liable for their conduct.

## **CC. California Code of Regulations - Title 15**

The following rules of the Director are excerpted from CCR Title 15. You will be responsible to adhere to and have full knowledge of the following:

### **1. 3391 - Conduct**

Employees shall be alert, courteous, and professional in their dealings with inmates, parolees, fellow employees, visitors, and members of the public. Employees shall not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct or conduct reflecting discredit on themselves or the Department, either on or off duty, shall be avoided by all employees.

2. **3392 - Punctuality**

Employees must report for duty promptly at the time directed and not leave work assignments before completion of their scheduled work day or tour of duty, except with their supervisor's permission. If for any reason an employee is unable to report for duty, the employee must notify his or her supervisor at the earliest possible moment.

3. **3395 - Alertness**

Employees must not sleep or be less than alert and in full possession of all Faculties while on duty.

4. **3399 - Transactions**

Employees shall not directly or indirectly trade, barter, lend, or otherwise engage in any other personal transactions with any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee. Employees shall not, directly or indirectly, give to or receive from any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee, anything in the nature of a tip, gift, or promise of a gift.

5. **3400 - Familiarity**

Employees must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates or parolees. Whenever there is reason for an employee to have personal contact or discussions with an inmate or parolee or the family and friends of inmates and parolees, the employee must maintain a helpful, but professional attitude and demeanor. Employees must not discuss their personal affairs with any inmate or parolee.

6. **3410 - Intoxicants and Drugs**

Employees must not come upon the grounds of an institution or community correctional facility or otherwise report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is grounds for dismissal from State service.

***It is the duty of every employee to promptly report to the Academy Administrator, or designee, any person, including an employee on duty, who appears to be under the influence of drugs or intoxicants.***

7. **3411 - Arrest or Conviction**

If an employee is arrested or convicted of any violations of law, the employee must promptly notify the Watch Sergeant at (209) 744-5043 or 744-5044. ***(Reminder: This phone number is on the back of the Cadet ID card.)*** Misconduct which impairs an employee's ability to do his or her job, or affects or involves the department, may be cause for disciplinary action.

**Cadets who come in contact with law enforcement (whether positive or negative contact) are to immediately notify the Academy, via telephone of an emergency situation. In a non-emergency situation, cadets will notify their respective Program Sergeant, in writing, of what type of contact took place.**

8. **3414 - Identification Card**

Every employee will be issued a departmental ID card. Employees must, while on duty, carry such card upon their person and produce the card upon request. **Any cadet who loses their ID card will immediately provide a written report to their CC or the Watch Office. Replacement of the state ID card is subject to a replacement fee.**



9. **3275 - Weapons**

Only such weaponry that has been approved by the director for department-wide use, or for use only by designated jurisdictions of the department shall be issued/assigned to an employee or carried/used by an employee while on duty. For the purpose of this section, weaponry includes any offensive or defensive lethal or less lethal device. Employees assigned to facilities or work locations where inmates/parolees are located, or in the supervision of inmates/parolees in the community, shall not have accessible, carry, or use any privately owned weaponry while on duty, except as authorized by the director.

No weaponry of any kind shall be taken into the security areas of an institution where inmates/parolees are located, except for emergency use as ordered by the official in charge, for or use in regularly armed posts as prescribed in local procedures of post orders.

All necessary precautions shall be taken in the storage, use, and movement of weaponry to prevent it from falling into the hands of inmates, parolees, or other unauthorized persons.

Pursuant to the California Penal Code (PC), Sections 4573 and 4574, it is a violation of State law to bring firearms, weapons, ammunition, chemical agents, alcoholic beverages, or illicit drugs onto State prison grounds. The CTC is a State facility; therefore, you are **not** to bring any of the below listed unauthorized items onto Academy grounds. These items **may not** be left in your vehicle. Possession of these unauthorized items **will** be cause for disciplinary action and/or dismissal. "Possession" includes items on the person, in personal or State vehicles, in your personal property, or in your assigned dormitory room and/or State-issued locker. If you have questions regarding unauthorized items, contact the Academy **before** bringing the item on-grounds.

**The following are prohibited on Academy grounds:**

- a. Firearms/weapons (including handguns, rifles, paint ball guns, pellet guns, BB guns, gun replicas, stun guns, tasers, martial arts weapons of any kind, batons of any kind, straight batons, bow and/or arrows, etc.).
- b. Knives of any kind or length (including box cutters, razor knives, machetes, and any other item or tool which has a knife blade).
- c. Ammunition of any kind (live rounds or casings).
- d. Explosives or teargas (including firecrackers, chemical agents, mace, and pepper spray).
- e. Alcoholic beverages (**No open/unopened alcoholic beverage containers are to be brought onto Academy grounds, including in your vehicle, at any time.**)
- f. Illicit drugs (any drug considered illegal to use or possess).
- g. Scissors of any length.
- h. Non-CDCR issued handcuffs or handcuff keys.
- i. Radios, stereos, televisions, cassette players/recorders, and compact disc players, except those specifically described in the Recreation Section of this Handbook.

**Violation of either PC Section 4573 and 4574 is a felony. These PC Sections are strictly enforced, and you will be held accountable for your actions. It is your responsibility to thoroughly search all areas of your vehicle and/or personal property prior to entering Academy grounds. Lack of knowledge as to the contents of your personal property will not be an excuse from the law.**

**DD. Physical Training**

STATE OF CALIFORNIA —DEPARTMENT OF CORRECTIONS AND REHABILITATION

EDMUND G. BROWN JR., GOVERNOR

Office of Training and Professional Development

9850 Twin Cities Road  
Galt, CA 95632



Prospective Candidate:

**PHYSICAL TRAINING AT THE BASIC CORRECTIONAL JUVENILE ACADEMY**

Congratulations on receiving an assignment letter for possible appointment to the Basic Correctional Juvenile Academy. When you arrive at the Richard A. McGee Correctional Training Center (CTC), you need to be prepared to participate in the Physical Training Program (PTP).

The PTP is progressive, consisting of stretching, calisthenics, formation running, running at your own pace, wind sprints, a 25-station weight training circuit, cross, circuit, and resistance training. At the end of your company's 10-session physical training program you will be evaluated in the Physical Fitness Training Test (PFTT). It is recommended that you adequately prepare yourself so that you can actively participate in the PTP upon your arrival at the CTC.

Enclosed is a suggested exercise routine consisting of a stretching warm-up and a basic run/walk training program. If followed, it will assist you in preparing for the required participation in the PTP. In addition to the enclosed, it is recommended that you begin basic stretching and toning exercises such as sit-ups and push-ups.

To assist you in your training program at home and at the Academy, it is recommended that you purchase a pair of running shoes and a pair of aerobic shoes. Running shoes are designed to support the foot while running, while aerobic shoes are designed specifically for the lateral movement that takes place while participating in aerobics. Wearing the proper shoe will help your legs absorb the impact that is associated with each activity. It is to your benefit to have the proper shoes while training at home and at the Academy.

If any of the following apply to you, you should consult a physician before beginning any exercise program.

- Over 35 years of age.
- Smoker.
- Taking any type of medication.
- Currently under a physician's care.
- Have not been physically active for the last three months.

The Physical Training staff at the Academy looks forward to helping you begin a challenging and rewarding career with the California Department of Corrections and Rehabilitation.

Sincerely,

**ORIGINAL SIGNED BY**

JASON LOWE  
Academy Administrator  
Correctional Training Center



### **The Three-Segment Workout**

Most workouts for developing cardiovascular fitness consist of three essential parts:

- A warm-up
- A vigorous conditioning period
- A cool-down

All three segments are essential for a sound program.

### **The Warm-up**

Proper warm-up prior to each workout is a wise habit. In addition to preparing your body for the upcoming workout, the warm-up reduces the risk of injuries and muscle soreness. It stimulates the heart and lungs moderately and progressively, as well as increasing the blood flow and muscle temperatures gradually. Suggested warm-ups include calisthenics such as jumping jacks, sit-ups, push-ups, walking, and light stretching.

The time required for warm-up varies with the individual. However, as soon as you begin to sweat (an indication that the temperature of the deep tissues has increased) you are now ready to begin light stretching (see attached flexibility program).

### **The Conditioning Period**

The conditioning period of your workout should involve those exercises that stimulate and develop the cardiovascular system. Basically, during the conditioning period, you are raising your heart rate to your training heart rate level and keeping your heart rate elevated for a minimum of 20 minutes.

As your fitness level increases, you will be able to maintain your raising heart rate for a period longer than 20 minutes, but for the beginner who is out of shape, you want to strive to elevate your heart rate at least for 20 minutes.

### **The Cool-Down**

The cool-down is the tapering off period after completion of the main conditioning period. It is best to accomplish cool-down by continuing your activity but at a much lower intensity. Walking is the most





common means of gradually diminishing your intensity level. After walking, the attached flexibility program should be used.





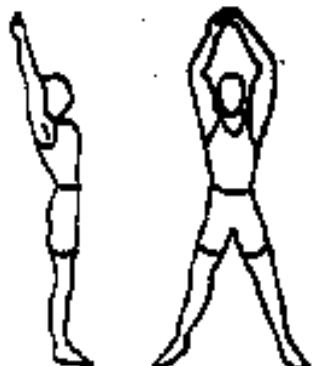
The cool-down allows your muscles to assist in pumping the blood from your arms and legs back to the heart. If you end a workout abruptly, your heart will continue to send extra blood to the muscles for a few minutes, which may result on pooling of the blood in your extremities causing you to pass out. Generally, you should cool down for at least five minutes.

Prolonged fatigue for one hour or more after your workout probably means your workout was too demanding.

### **Flexibility Program**

The following stretching exercises are recommended for use as part of a complete physical fitness program. Increase the body temperature (break a sweat) before doing any stretching exercises. This will prepare the muscles to be stretched. Slowly move into each position and hold it. **DO NOT BOUNCE OR JERK.**

	<p><b><u>Hamstring and Glutes</u></b></p> <p>From a back lying position slowly pull right knee to chest. Hold repeat holding left leg.</p>
	<p><b><u>Lower Back</u></b></p> <p>Laying on your back, pull both knees in toward chest and hold.</p>
	<p><b><u>Groin Stretch</u></b></p> <p>Sitting with feet together and knees pointed outwards apply gentle pressure pushing down with your elbows on the knees. Hold, relax.</p>
	<p><b><u>Upper Trunk Stretch</u></b></p> <p>Lying on your stomach, extend the arms keeping the pelvis on the floor. Hold, relax.</p>

	<p><b><u>Back Stretch</u></b></p> <p>Kneel, sit back on heels, and extend arms overhead. Reach forward and hold.</p>
	<p><b><u>Quadriceps Stretch</u></b></p> <p>Stand erect, bend right knee and hold right ankle with right hand. Hold and repeat on left side.</p>
	<p><b><u>Calf Stretch</u></b></p> <p>From a standing position lean forward against a wall, keep right leg straight and bend the left. You should feel a stretch in the right lower leg. Hold and repeat with left leg.</p>
	<p><b><u>Side Stretch</u></b></p> <p>Standing with feet approximately fourteen inches apart, bend slowly sideways at the waist and hold. Relax and repeat on the opposite side.</p>
	<p><b><u>Shoulder Stretch</u></b></p> <p>Standing with feet about fourteen inches apart, extend arms overhead and clasp hands. Push chest forward, hold and relax</p>

## *Basic Run/Walk Training Program*

**Before starting any training program, it is recommended that you consult with your physician.**

### **Week #1**

Monday	<i>Warm-up/stretch – run/walk ½ mile – cool down/stretch</i>
Tuesday	<i>Warm-up/stretch – walk ¾ mile – cool down/stretch</i>
Wednesday	<i>Warm-up/stretch – run/walk ½ mile – cool down/stretch</i>
Thursday	<i>Warm-up/stretch – walk ¾ mile – cool down/stretch</i>
Friday	<i>Warm-up/stretch – run ½ mile – cool down/stretch</i>

### **Week #2**

Monday	<i>Warm-up/stretch – run ¾ mile – cool down/stretch</i>
Tuesday	<i>Warm-up/stretch – walk 1 mile – cool down/stretch</i>
Wednesday	<i>Warm-up/stretch – run ¾ mile – cool down/stretch</i>
Thursday	<i>Warm-up/stretch – walk 1 mile – cool down/stretch</i>
Friday	<i>Warm-up/stretch – run ¾ mile – cool down/stretch</i>

### **Week #3**

Monday	<i>Warm-up/stretch – run 1 mile – cool down/stretch</i>
Tuesday	<i>Warm-up/stretch – walk 1 ¼ miles – cool down/stretch</i>
Wednesday	<i>Warm-up/stretch – run 1 mile – cool down/stretch</i>
Thursday	<i>Warm-up/stretch – walk 1 ¼ miles – cool down/stretch</i>
Friday	<i>Warm-up/stretch – run 1 mile – cool down/stretch</i>

### **Week #4**

Monday	<i>Warm-up/stretch – run 1 ¼ miles – cool down/stretch</i>
Tuesday	<i>Warm-up/stretch – walk 1 ½ miles – cool down/stretch</i>
Wednesday	<i>Warm-up/stretch – run 1 ¼ miles – cool down/stretch</i>
Thursday	<i>Warm-up/stretch – walk 1 ½ miles – cool down/stretch</i>
Friday	<i>Warm-up/stretch – run 1 ¼ miles – cool down/stretch</i>

### **Week #5**

Monday	<i>Warm-up/stretch – run 1 ½ miles – cool down/stretch</i>
Tuesday	<i>Warm-up/stretch – walk 1 ¾ miles – cool down/stretch</i>
Wednesday	<i>Warm-up/stretch – run 1 ½ miles – cool down/stretch</i>
Thursday	<i>Warm-up/stretch – walk 1 ¾ miles – cool down/stretch</i>
Friday	<i>Warm-up/stretch – run 1 ½ miles – cool down/stretch</i>

### **Week #6**

Monday	<i>Warm-up/stretch – run 1 ¾ miles – cool down/stretch</i>
Tuesday	<i>Warm-up/stretch – walk 2 miles – cool down/stretch</i>
Wednesday	<i>Warm-up/stretch – run 1 ¾ miles – cool down/stretch</i>
Thursday	<i>Warm-up/stretch – walk 2 miles – cool down/stretch</i>
Friday	<i>Warm-up/stretch – run 1 ¾ miles – cool down/stretch</i>

# **CADET CHECK-IN/REGISTRATION DAY INFORMATION**

**READ ALL FORMS ONLINE BEFORE FILLING THEM OUT AND PRINTING.  
DO NOT DATE THE FORMS UNTIL REGISTRATION DAY**

**This information is designed to guide you during the check-in/registration process. Follow this information carefully; it is your responsibility to report to each station. When you arrive, Academy staff will direct you in the check-in process.**

## **ID Check:**

You are required to present picture ID to the Sergeant on duty before you will be allowed into the check-in registration process. You will be given a Sign-In card on registration day to present to all Academy check-in stations. **Print and fill out all of the forms on the FORMS site online. All forms should be completed in black ink.** Ensure you report to all stations; do not skip stations. You may be given forms to complete along the way that are not included in your Cadet Handbook. If you have any questions, you may ask any uniformed staff.

## **ALL FORMS MUST BE COMPLETED BEFORE REPORTING TO THE STATIONS.**

### **Station - Background Investigation**

You must clear Background Investigations before you will be allowed to continue. Present the completed Academy Check-in Questionnaire form at this station. After your background has been cleared your Sign-In card will be signed.

### **Station - Physical Fitness/Medical Check**

Please review the letter on Page 43, from the Academy Commander, and the information on how to prepare before arriving at the Academy.

### **Station - Declaration of Unauthorized Items (Contraband)**

Pursuant to the California PC, it is a violation of State law to bring weapons, ammunition, and/or alcoholic beverages, onto State prison grounds. Other specified items listed below are also considered contraband at the Academy and must not be brought onto Academy grounds: Weapons of any kind, ammunition of any kind, chemical agents, handcuffs or handcuff keys, or scissors of any length. You must surrender any contraband in your possession at this station. If you are unsure if an item in your possession is considered contraband, ask staff at this station for assistance. Present the completed Declaration of Unauthorized Items form at this station.

### **Station - Registration**

Turn in the following forms:

- ◆ Cadet Training Information – Cadet Appraisal Office (Sheet A)
- ◆ Expectations (Sheet B)
- ◆ Fraternization Policy (Sheet C)
- ◆ Family Member (or friend) Incarcerated (Sheet D)
- ◆ Cell Phone/Audio Visual Agreement (Sheet E)

### **Station - Apprenticeship Program**

At this station, you will be enrolled in the Apprenticeship Program, an organized, planned system of training for entry-level CPO's. Turn in the completed Apprenticeship Agreement form. (This form will be available at the registration check-in table.)

### **Station - Picture Identification Card**

Your picture will be taken for your Academy ID card, issued at a later time. Your cadet ID card must be in your possession at all times while attending the BCJA. Turn in your "Statement Concerning Your Employment in a Job Not Covered by Social Security" form SSA-1945. Please leave the EMPLOYEE ID # and EMPLOYER ID # sections BLANK.

### **Station - Housing Assignments**

At this Station, you will be given your housing assignment and key. This will be your living quarters during your entire stay here. You are not to move from your assigned housing without permission.

***ONCE CADETS HAVE COMPLETED THE REGISTRATION PROCESS, THEY WILL BE DIRECTED TO THEIR HOUSING ASSIGNMENT.***





## Committed Relatives and Friends of Employees

As defined in the California Code of Regulations, Title 15, employees of the CDCR must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates or parolees. In addition, employees must disclose any relative or friend that has been committed or transferred to the jurisdiction of the CDCR. Therefore, if you become aware, **at any time before or after entering the academy**, that any relative or person with whom you have or had a personal or business relationship, has been incarcerated or is on parole within the CDCR, you **MUST** inform the Program Sergeant or Lieutenant immediately. You are to provide the following information in writing on the CDCR form 2189: Inmate(s) or Parolee(s) full name, relationship, CDC number (if known), and name of Institution.

**Failure to disclose such information may result in disciplinary action, up to and including Rejection During Probation (dismissal from the Academy.)**

STATE OF CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
**INCARCERATED RELATIVE/ASSOCIATE NOTIFICATION**  
CDCR 2189 (06/09)

### **CONFIDENTIAL**

#### **INCARCERATED RELATIVE/ASSOCIATE NOTIFICATION**

In accordance with California Code of Regulations Title 15 § 3406, this form must be completed each time an employee becomes aware of a relative, or a person with whom the employee has/had an association or personal relationship, that has been committed to or transferred to the jurisdiction of the California Department of Corrections and Rehabilitation (CDCR).

#### **TO BE COMPLETED BY EMPLOYEE**

##### **EMPLOYEE INFORMATION**

EMPLOYEE NAME CLASSIFICATION INSTITUTION/ PROGRAM AREA  
(Last, First, Middle Initial)

WORK PHONE NUMBER (include area code) WORK ADDRESS

##### **INMATE INFORMATION**

INMATE NAME DATE OF BIRTH IDENTIFICATION NUMBER  
(Last, First, Middle Initial) (can be retrieved at  
[http://www.cdcr.ca.gov/Visitors/Inmate\\_Locator.html](http://www.cdcr.ca.gov/Visitors/Inmate_Locator.html))

INSTITUTION/ PROGRAM AREA RELATIONSHIP TO EMPLOYEE

If the inmate is currently housed here, do you view his/her presence as conflicting with your employment responsibilities? ☐  
Yes ☐ No

Explain:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**(Please submit this completed form to your institution head, Superintendent, or Deputy/Assistant Director for signature and distribution.)**

#### **TO BE COMPLETED BY INSTITUTION HEAD, SUPERINTENDENT, OR DEPUTY/ASSISTANT DIRECTOR.**

Do you recommend this inmate be referred for transfer? ☐ Yes ☐ No

Special Instructions:

\_\_\_\_\_  
Institution Head, Superintendent, or Deputy/Assistant Director Signature

\_\_\_\_\_  
Date

